

Department of Commerce
Intra-bureau Transaction Summary Reports

I. Purpose

This attachment provides guidance and instructions on the reporting of intra-bureau activity.

II. Background

Intra-bureau transactions and balances are within a Commerce bureau, for example, transactions between a bureau's Working Capital Fund and Grant Fund. Bureaus include intra-bureau transactions and balances in their general ledger and FACTS I submission. However, for a bureau's financial statements, and for Commerce's consolidated financial statements, these intra-bureau transactions and balances are eliminated. Commerce's bureaus will prepare Intra-bureau Transaction Summary Reports (TSR), which will summarize transaction totals and balances within the bureau. The Office of Financial Policy and Assistance (OFPA) requires this information so it can 1) reconcile Commerce's consolidated financial statements to the bureaus' FACTS submissions; and 2) support the intra-Commerce transactions and balances included in a bureau's FACTS submission.

Intra-bureau transactions and balances are also included in the Department of Commerce line items on the intra-governmental Transaction Summary Reports (Attachment C contains guidance for this report).

III. Preparation Process

1. *Identify SGL Accounts for Elimination*

- All proprietary Standard General Ledger (SGL) accounts that contain intra-bureau transactions and balances must be included in the TSRs. **Exhibit 1** lists the proprietary Standard General Ledger (SGL) accounts most commonly used for recording intra-bureau transactions and balances. This listing may not be all-inclusive; as such, bureaus must also include any other SGL accounts that have intra-bureau transactions or balances.

2. *Identify Intra-bureau Transactions and Balances*

- For each applicable SGL account, all intra-bureau transactions and balances must be summarized and the transaction and balance totals reported on the TSRs. **The totals shown on the TSRs must agree with the total of the intra-bureau transactions and balances included in the bureau's general ledger**, hence, the general ledger should be the source for all intra-bureau transactions and balances.
- If a bureau identifies an intra-governmental transaction or balance that is not included in its general ledger, the transaction or balance should not be included in the TSR total unless it is first added to its general ledger. Similarly, an adjustment to a total on the TSR should not be made before the adjustment is recorded in the general ledger.

3. *Record Intra-bureau Transactions and Balances*

- Each bureau should ensure that intra-bureau transactions and balances recorded in its financial systems can be identified as such. Bureaus should capture in their financial systems the data required to be summarized in its TSRs, as outlined in section **5. Reporting Format**.

4. *Report Intra-bureau Transactions and Balances*

- There will be **no** reporting thresholds for FY 1999. Unless otherwise directed, each bureau shall summarize 100% of its intra-bureau transactions and balances.
- There will be no separate first quarter reporting requirement for FY 1999.
- For the second quarter and the third quarter, each bureau is to prepare a cumulative TSR. For each SGL account, the total of the transactions will be reported for the following categories: revenues, expenses, gains, losses, and financing sources.
- For the fourth quarter, in addition to cumulative intra-bureau revenues, expenses, gains, losses, and financing sources, each bureau is to also report balances for each asset and liability SGL account.
- Each bureau, following its FACTS I submission **and** the year-end audit of its financial statements, will submit a cumulative Final FY 1999 TSR. This will be a final FY 1999 summary of intra-bureau transaction totals and balances for assets, liabilities, revenues, expenses, gains, losses, and financing sources, and must include any audit adjustments.
- NOTE: If audit adjustments are late and/or the FACTS I has not yet been submitted, the report should still be submitted, with a notation as to what information is pending, and that the report will be forwarded when information is complete.

5. *Reporting Format*

- TSRs must follow the standard sample format presented in **Exhibit 2**.
- The TSRs shall be organized by SGL account number, from lowest to highest.
- The transaction totals or balances for each Treasury Fund Symbol (TFS) of the reporting entity must be shown. For example, if there are three TFS with transaction totals for SGL account 6100, each TFS and corresponding amount must be listed on the TSR.
- For each TFS transaction or balance, the following data elements are required on the TSRs:
 - S SGL account number;
 - S Treasury Fund Symbol (TFS) for the reporting entity - if more than one TFS for a
 - S SGL account, must show each TFS as a separate line item on the TSR;
 - S Dollar Amount

6. *Due Dates for Submissions*

- Cumulative TSRs are due to OFPA by close of business on the following due dates:

Intra-bureau TSR	Due to OFPA
Second quarter TSR	June 14, 1999
Third quarter TSR	September 13, 1999
Fourth quarter TSR	December 13, 1999
Final FY 1999 TSR (including audit adjustments)	January 10, 2000

- Please E-mail TSRs in electronic format, preferably Excel or Lotus, to:

Tony Akande - OFPA
 14th & Constitution Avenue, NW
 HCHB - Room 6827
 Washington, D.C. 20230
 Phone: (202) 482-0239 Fax: (202) 482-1992
 E-mail: Banyan - Tony Akande@OFPA@OFM or
 Internet - Takande@doc.gov

- OFPA will record bureaus' submissions of the TSRs against the due dates listed above. A deadline will not be considered met if the data is not complete and accurate.

Commonly Used Proprietary SGL Accounts to be Eliminated

Standard General Ledger Account	Normal Balance
Assets 1310 Accounts Receivable 1319 Allowance for Loss on Accounts Receivable 1340 Interest, Penalty, and Administrative Fees Receivable 1349 Allowance for Loss on Interest Receivable 1410 Advances to Others 1450 Prepayments 1990 Other Assets	Debit Credit Debit Credit Debit Debit Debit
Liabilities 2110 Accounts Payable 2120 Disbursements in Transit 2130 Contract Holdbacks 2140 Accrued Interest Payable 2310 Advances from Others 2320 Deferred Credits 2400 Liability for Deposit Funds and Suspense Accounts 2920 Contingent Liabilities 2930 Liability for Borrowings to be Received 2990 Other Liabilities	Credit Credit Credit Credit Credit Credit Credit Credit Credit
Revenues 5100 Revenue from Goods Sold 5200 Revenue from Services Provided 5900 Other Revenue	Credit Credit Credit
Financing Sources 5720 Financing Sources Transferred In Without Reimbursement 5730 Financing Sources Transferred Out Without Reimbursement 5790 Other Financing Sources	Credit Debit Either
Expenses 6100 Operating Expenses/ Program Costs 6500 Cost of Goods Sold 6900 Non Production Costs	Debit Debit Debit
Gains 7110 Gains on Disposition of Assets 7190 Other Gains	Credit Credit
Losses 7210 Losses on Disposition of Assets 7290 Other Losses	Debit Debit

Sample Intra-bureau Transaction Summary Report

<Reporting Entity>
 Final Intra-bureau Transaction Summary Report
 For the Fiscal Year Ended September 30, 1999

<u>SGL A/C</u>	<u>TFS</u>	<u>Amount</u>
<u>Accounts Receivable - A/C 1310</u>		
1310	13 0401	855.29
1310	13 0450	925.88
1310	13 6540.004	1,122.00
Total for A/C 1310		2,903.17

Interest Receivable - A/C 1340
 SAME FORMAT AS ABOVE

Advances to Others - A/C 1410
 SAME FORMAT AS ABOVE

Prepayments - A/C 1450
 SAME FORMAT AS ABOVE

Accounts Payable - A/C 2110
 SAME FORMAT AS ABOVE

Advances from Others - A/C 2310
 SAME FORMAT AS ABOVE

Other Liabilities - A/C 2990
 SAME FORMAT AS ABOVE

Revenues - A/C 5100
 SAME FORMAT AS ABOVE

Revenues - A/C 5200
 SAME FORMAT AS ABOVE

Expenses - A/C 6100
 SAME FORMAT AS ABOVE

Expenses - A/C 6500
 SAME FORMAT AS ABOVE

Expenses - A/C 6900
 SAME FORMAT AS ABOVE